



**UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF FINANCE AND ADMINISTRATION**

June 2003

Small Business Concerns:

Thank you for your interest in doing business with the National Oceanic and Atmospheric Administration (NOAA). We continue to seek qualified contractors to provide services, supplies and construction support in response to our requirements. Please note that ALL contractors doing business with the agency will be required to register in the Central Contractor Registration (CCR) Database and the Commerce Standard Acquisition Reporting System (CSTARS) Database by September 30, 2003.

The President and the US Congress have recognized the contribution of Small Businesses to the US economy by directing government agencies to allocate a fair share of their contracts to Small Business concerns. Therefore NOAA maintains a policy of positive and continuing efforts to encourage all small, small disadvantaged, women-owned, veteran owned and service disabled veteran-owned, and HUBZone businesses to participate in our procurements.

It is our policy to promote maximum competition in our procurements, acquire products and services that fully satisfy requirements at best value with mutual benefit to NOAA as well as the small business community.

The Small and Disadvantaged Business Utilization Specialist (SADBU) at NOAA is Kimberly Marshall. As your focal point of contact within NOAA, she will respond to your inquiries and provide the business counseling you may require. Mrs. Marshall is also available to assist in providing information on procurement procedures, who to contact, marketing tips, information on subcontracting opportunities and recommendations for potential set-asides. For further information or assistance, please contact her at (301) 713-0836 (e-mail: kimberly.marshall@noaa.gov).

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